

PROCESSING THE SUMMER GRADUATE

Background Information: If a student did not graduate on time at the end of the school year but intends to earn enough credit to graduate during the summer, he should be given a “GP” High School Completion Status. When he subsequently earns the credit and qualifies for graduation, special attention needs to be paid to entering codes and dates correctly. If the student fails to earn the required credit, he will become an automatic dropout for Clearinghouse purposes (without your intervention).

Important: *The procedures described below are based on the assumption that your Clearinghouse upload file has been submitted prior to when students earn the needed graduation-qualifying credit. If it has not, insert graduation dates/codes in the usual way.*

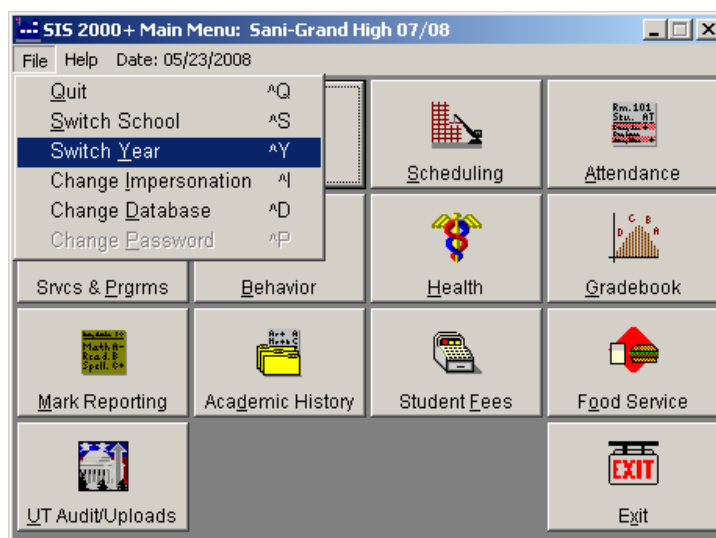
A. PRIOR TO SUBMITTING CLEARINGHOUSE UPLOAD FILE

- Locate the student via the “**Student Editor**” screen
- Go to the **Misc. tab**
- Click **Edit**
- Choose **GP (Graduation Pending)** from the **H.S. Compl. Status** dropdown box
- Leave the Graduation Date blank
- Click **Save**

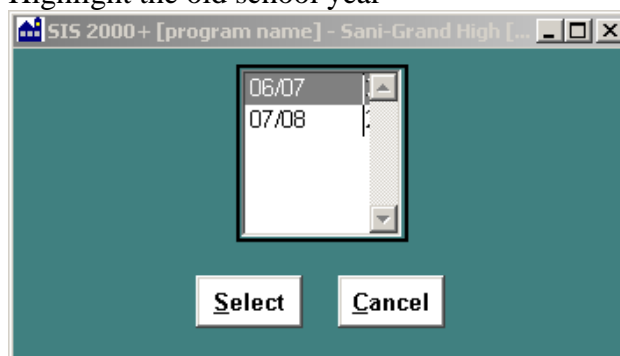
The screenshot shows the 'Student Editor' window with the 'Misc.' tab selected. The student's name is 'Al Lawati', first name 'Paizley', middle 'S', and suffix 'Sfx'. The student ID is '1100', gender is 'Female', and ethnicity is 'White-Not of Hispanic Or'. The 'Counselor' field is empty. The 'Restricted Information' dropdown is set to '<Unset>'. The 'Home Language' is 'English', and the 'LEP Student Language' is 'English'. The 'Concentrator Code' dropdown is empty. The 'Graduation Requirement' is 'High School Graduation'. The 'H.S. Compl. Status' dropdown is set to 'GP - Graduation Pending'. The 'Graduation Year' is '2008' and the 'Graduation Date' is empty. The 'Email' is 'student@nowhere.com' and the 'URL' is '0,5/30/2006 9:18:50 AM'. The 'Registration Date' is '08/23/1999'. The 'Retain Student' checkbox is unchecked, and the 'Not Ranked' checkbox is also unchecked. The bottom of the window has buttons for 'Find/Add', 'List', 'Status', 'Undo', 'Save', and 'Quit'.

B. AFTER THE CREDIT HAS BEEN EARNED, record a Graduation Date

- **Option 1: If Year End Process has been run**
 - Log in to SIS normally – accessing the new school year’s database
 - On the SIS Main Menu, drop down the **File** menu
 - Select “**Switch Year**” to access students from the last school year



- Highlight the old school year



- Click **Select**
- Locate the student via the “**Student Editor**” screen
- Go to the **Misc. tab**
- Click **Edit**
- Enter a **Graduation Date** (H.S. Completion Status cannot be changed)

The screenshot shows the 'Student Editor' screen for student Abegg, Leizel, L. The 'Misc.' tab is selected. Fields include: NAME - Last (Abegg), First (Leizel), Middle (L), Student ID (1552), Gender (Male), Ethnicity (White-Not of Hispanic Or), Counselor (** Not Found **), Restricted Information (<Unset>), Home Language (English), LEP Student Language (English), Concentrator Code, Graduation Requirement (Grand High 2009), H.S. Compl. Status, Graduation Year (2009), Graduation Date, Email (student@nowhere.com), and URL (0.5/31/2006 2:33:53 PM). Buttons at the bottom include Find/Add, List, Status, Done, Save, and Quit.

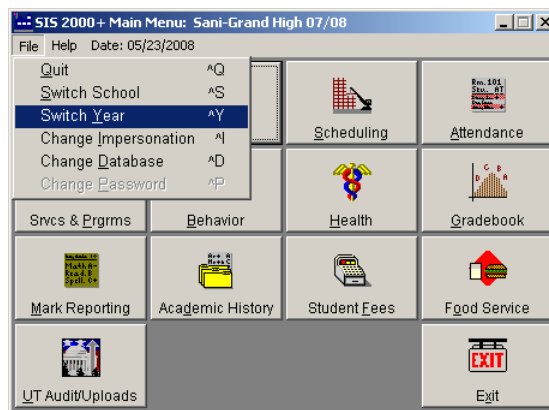
- **Option 2: If Year End Process has NOT been run**

- On the “**Student Editor**” **Misc. tab**, enter the **Graduation Date** (actual)
- **DO NOT change the H.S. Completion Status code** (this code should remain unchanged so that it matches what was submitted to the Clearinghouse)
- Click **Save**

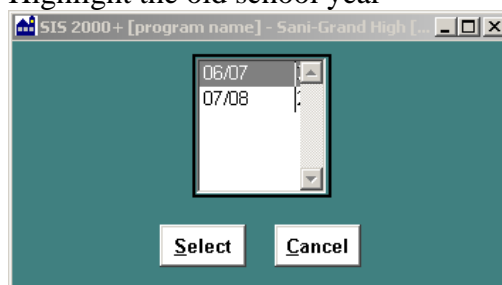
The screenshot shows the 'Student Editor' window with the 'Misc.' tab selected. The student's name is Al Lawati Paizley S, with a Student ID of 1100, Gender of Female, and Ethnicity of White-Not of Hispanic Or. The 'Restricted Information' is set to '<Unset>', Home Language is English, LEP Student Language is English, and Concentrator Code is empty. The 'Graduation Requirement' is 'High School Graduation', and the 'H.S. Compl. Status' is 'GP - Graduation Pending'. The 'Graduation Year' is 2008, and the 'Graduation Date' is 07/20/07. The 'Registration Date' is 08/23/1999, and 'Retain Student' and 'Not Ranked' are unchecked. The email is student@nowhere.com and the URL is 0.5/30/2006 9:18:50 AM. The bottom buttons include End/Add, List, Status, Undo, Save, and Quit.

C. AFTER THE YEAR END PROCESS IS COMPLETE

- **Prior to creating your October 1 Clearinghouse Upload file** in the new school year, create an **Exit Status (ES)** record for each student
 - On the SIS Main Menu, drop down the **File** menu
 - Select “**Switch Year**” to access students from the last school year



- Highlight the old school year




- Click **Select**
- Go to the **Svcs. & Prgrms (Services & Programs)** module (from the SIS Main Menu)



- Select **Program History**
- Use the **Find** button to locate the correct student

[illegible]

- Click **Add** (“Select Program” screen appears)



- Select “ZES-Exit Status Code” from the **Program** dropdown box
- Click **OK**

Student Name		M/F	Birthdate	Age	Grade	Group	
Al Lawati, Paizley S [1100]		F	07/20/1990	16	11	Currently active students	
Track/School/Year	Advisor	Entry	Exit				
A 704 2006/07	Compton, Quinntonya	08/21/2006					

General		Custom	
ZES-Exit Status Change			
Entry Date	08/22/2007	Entry Code	P-Program Entry
Exit Date	06/13/2008	Exit Code	X-Exited School
Status	Active		
Instructional Setting	<Unset>	Service Time	0.00 <Unset>
Remarks			
Last Changed By		Changed Date	
KaaJu		07/20/2007	

Print Find List Delete Undo Add Save Quit

- On the **General tab**, select an **Entry Date** within the new school year, generally the first day of school. Note: this Entry Date is not entry into school; it is an Entry Date for the Program History record being created
- Select an **Exit Date** after October 1 (e.g. October 31) of the new school year Note: as above, this is an Exit from the Program History record.
- Choose an **Exit Code** from the dropdown (X is ok)
- Go to the **Custom tab**

Student Name		M/F	Birthdate	Age	Grade	Group	
Al Lawati, Paizley S [1100]		F	07/20/1990	16	11	Currently active students	
Track/School/Year	Advisor	Entry	Exit				
A 704 2006/07	Compton, Quinntonya	08/21/2006					

General		Custom	
Program ZES-Exit Status Change			
		ZES-Exit Status Change	

Print Find List Delete Undo Add Save Quit

- Type the new **Graduation Code (GR, G1, G2, or G3)** in the box next to “ZES-Exit Status Change”
- Click **Save**